

# Welcome to the Automated Schedule A Program

## HELPFUL INSTRUCTIONAL INFORMATION

*Same Short Version as last year with updated data!*

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## GENERAL INSTRUCTIONS AND HINTS:

### **What's new:**

The Automated Schedule A program has been updated for Fiscal 2012. The program is similar to last year's in size, 17 pages, and also has updated historical data to display when selecting the city or town name on the start tab page. Last year's "Fund Balance End of Year" figures appear in this year's "Fund Balance Beginning of Year" cells in Parts 3, 4, 5, & 6. Parts 7 and 10 begin with July 1, 2011 balances. In Part 11, last year's General Fund Equity Ending Balance will appear as this year's General Fund Equity Beginning Balance.

### **Below are the minimum requirements to run the Automated Schedule A program:**

- A personal computer running Microsoft Office 97 – Excel or greater.
- A modem to access & download from our web-site. [mass.gov/dls](http://mass.gov/dls)
- A recommended minimum of 16MB RAM or greater.
- Any printer with Legal Size paper tray.
- Approximately 1.5 MB of hard disk space.

## INSTRUCTIONS TO DOWNLOAD FROM DLS WEB PAGE:

[1] Click on Get FY2012 Automated Schedule A Program from the Division of Local Services web site to download SchedA12 program. A File Download screen will appear asking you "What would you like to do with this file? Choices are:

- Run this program from its current location
- Save this program to disk.

Select "Save this program to disk".

[2] Select drive letter and folder where you wish to download SchedA12.exe.  
Note: It is important to note the location of SchedA12.exe

[3] Once download is complete, locate SchedA12.exe file using Windows Explorer and double-click on the SchedA12.exe to run program.

[4] On your screen, under *Unzip to folder*, you will see the default drive and the default folder name where the Schedule A excel spreadsheet will be installed which is C:\SchedA12. You can install this program on a different drive; for example, D:, E:, F:,G: etc or with a different folder name, by simply following the instructions in the NOTE section below.

## NOTE:

To change the default drive letter, simply click after the C, backspace once, enter different drive letter and proceed to steps below or if you want to change the folder name just highlight Scheda12 and enter a new folder name. If you are on a network, you may wish to select a different drive letter than C: in order to ensure Scheda12.xls is backed up consistently.

[5] Click on UNZIP button.

[6] You'll see on your screen - WinZip Self-Extractor  
1 file(s) unzipped successfully  
Click on OK button.

[7] Click on CLOSE button.

[8] From your computer's Windows Explorer's menu, click on VIEW and then click on REFRESH to refresh the screen.

[9] Look in drive letter and selected folder name-Scheda12 in Step 2. You will see Scheda12.XLS.

[10] Double-click on new Scheda12 Excel (XLS) file.

[11] IMPORTANT– Always make sure you click on **ENABLE MACRO** button when opening the Automated Schedule A Program.

## Getting Started:

When opening the automated Schedule A for the first time, please read the introduction that appears on the screen. It describes some of the features of the Automated Schedule A program and contains general instructions. You can return to it at any time by clicking on the INSTRUCTIONS tab at the bottom of the screen. When you are ready to begin, click on the "Start" tab, then select your city or town by clicking on the down arrow until its name appears in the box. You are now ready to begin filling out the forms. Click on the appropriate worksheet tabs in the order they appear from left to right.

## IMPORTANT

**DO NOT USE CUT, COPY OR PASTE FUNCTIONS TO MOVE DATA AROUND THE WORKBOOK. USING THESE FUNCTIONS MAY DAMAGE MACROS OR FORMULAS, CAUSING CALCULATIONS TO FAIL. TO MAKE A CHANGE TO EXISTING DATA, SIMPLY TYPE IN A NEW FIGURE.**

**Important:** As you work through the automated Schedule A, save your work frequently. To activate or change the settings on the Excel "AutoSave" feature, in the Menu line, click on Tools, then AutoSave. If you do not have or use the AutoSave option, be sure to backup your work manually.

The automated Schedule A program also includes “logical edit checks” designed to verify consistency of data. Just click on the Logical Edit tab to see if all logical edit checks have passed. Make corrections where failures occur as certification of your Schedule A requires that all edits pass.

Use the Excel “zoom” function to size the Schedule A form appropriately for your computer screen and settings. (From the Menu line, click View, then Zoom, then the preferred sizing.

## **E-MAIL INSTRUCTIONS**

If you are unable to use Gateway, save the completed program to diskette and e-mail the program to [databank@dor.state.ma.us](mailto:databank@dor.state.ma.us) indicating on the subject line your community’s name and “Schedule A FY2012”. Do not forward a diskette. Completion of Part XII (except for signature) will be considered your official electronic signature. Separately forward the reconciliation page if applicable to your Bureau of Accounts field representative. Only E-Mail the Schedule A to this address if it is being officially submitted.

### **Assistance or Comments:**

If you have questions about the forms or the Schedule A process, please contact your community’s Bureau of Accounts Representative. Questions or comments regarding the Automated Schedule A workbook can be directed to Arnold Kanter at (617) 626-2303 or e-mail [kanter@dor.state.ma.us](mailto:kanter@dor.state.ma.us)